

REQUEST FOR PROPOSAL(S)

February 14, 2018

CONTRACT FOR ENGINEERING SERVICES

**Update the Long-Range Transportation Plans for MDOT,
Jackson MPO, Hattiesburg MPO, and Gulf Coast MPO
SPR-1(102)/107322-115000
Statewide**

**Issuing Office: Consultant Services Division – 90-01
Mississippi Department of Transportation
P. O. Box 1850
Jackson, Mississippi 39215-1850**

Table of Contents

PART 1 GENERAL INFORMATION FOR CONSULTANTS.....	3
PART 2 INFORMATION REQUIRED/SELECTION CRITERIA.....	12
PART 3 PROJECT DESCRIPTION	18

PART 1

GENERAL INFORMATION FOR CONSULTANTS

I. Purpose

This *Request for Proposal* (RFP) is intended to provide interested consulting engineering firms (hereinafter referred to as CONSULTANT(s)) with sufficient information for the preparation and submission of a proposal (hereinafter referred to as PROPOSAL) for consideration by the Mississippi Transportation Commission (hereinafter referred to as the COMMISSION) to:

update the Long-Range Transportation Plans for MDOT, Jackson MPO, Hattiesburg MPO, and Gulf Coast MPO (hereinafter referred to as the PROJECT), Project No. SPR-1(102)/107322-115000, Statewide.

II. Issuing Office

This RFP is issued by the Mississippi Department of Transportation (MDOT) on behalf of the COMMISSION. CONSULTANT(s) submitting PROPOSAL(s) must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Scot Ehrgott, P.E.
Mississippi Department of Transportation
Consultant Services Unit
P.O. Box 1850
Jackson, Mississippi 39215-1850
Or e-mail at Scot Ehrgott, P.E.
sehrgott@mdot.ms.gov

III. Intention of the COMMISSION

The intent of the COMMISSION is to negotiate a contract with the most qualified CONSULTANT to provide the services specified herein.

IV. The Selection Process

Selection of a CONSULTANT will be based on the criteria established in the RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSALS. CONSULTANT(s) should submit complete PROPOSALS sufficient for final selection of the most qualified CONSULTANT. The MDOT will then select the most qualified CONSULTANT based on the criteria. The MDOT reserves the right to select the CONSULTANT for negotiations using one of the following methods:

A. Final ranking of all PROPOSALS based on the initial response to this RFP, or

- B. Selection of a *Short List* of at least three (3) qualified CONSULTANTS, if available. CONSULTANTS on the *Short List* will then be asked to make presentations and/or provide additional information to the appropriate MDOT staff. The *Short-listed* CONSULTANTS will be notified by a written letter. The letter will provide all pertinent information necessary to prepare for the presentation and/or request for additional information. If this *Short List* method is used, final ranking will be made after the Selection Committee evaluates the *Short-listed* CONSULTANTS.

The most qualified CONSULTANT will then enter into negotiations with the appropriate MDOT staff for costs. The MDOT will draft a contract for the most qualified CONSULTANT to execute based on the description of work established in this RFP and/or any addenda. If MDOT is unable to negotiate a contract with the selected CONSULTANT at a fair and reasonable cost, then MDOT may select the next most qualified firm on the selection list until a contract has been executed. In addition, time is of the essence in negotiation and execution of the contract from the selected CONSULTANT. Should any delays arise from the CONSULTANT, MDOT specifically reserves the right to select the next most qualified firm on the selection list until a contract has been executed.

The MDOT reserves the right to request additional information with any party at any time prior to final contract execution.

The MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the requirements/criteria listed in this RFP.

V. Type of Contract

At the MDOT's option, the contract shall be **cost plus fixed fee, labor hour/unit cost or lump sum/firm fixed price to include a maximum "not to exceed" amount¹**. The contract will include all appropriate Federal contract provisions in accordance with 49 CFR, Part 18, and 23 CFR 172 as revised and any other requirements MDOT may deem necessary. The contract will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

After the most qualified CONSULTANT is selected by the MDOT, costs will be negotiated at a fair and reasonable price between the most qualified CONSULTANT and MDOT for all necessary services provided to MDOT in support of this PROJECT. Direct expenses may also be reimbursable.

¹ All Consultant and subconsultant firms, shall comply with the AASHTO Uniform Audit & Accounting Guide – 2016 edition (as revised), unless specifically authorized otherwise by MDOT. Information regarding this guide may be found at <http://audit.transportation.org/>

An example of a typical MDOT engineering service contract template may be found on the website indicated below. The template will be identified as the “***Engineering Services Contract Template***”.

<http://sp.gomdot.com/Consulting%20Services/Pages/Templates.aspx>

All written questions regarding this contract template shall be e-mailed to the below addressees no later than **the date and time indicated in the section XXIII. Procurement Schedule.**

Scot Ehrgott, P.E.
sehrgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
srone@mdot.ms.gov

MDOT may update this contract template throughout the procurement process. MDOT intends to post the final contract template for this PROJECT to the website indicated above no later than **the date indicated in the section XXIII. Procurement Schedule.** Contract terms after this date are non-negotiable; however, MDOT reserves the right to modify the contract terms at its discretion.

The **COMMISSION** intends to utilize this final contract template in order to execute a contract with the selected CONSULTANT.

NOTE: This RFP document does not and is not intended to include or address every item that will be included or addressed in the contract for engineering services. The contract template should be reviewed by the interested CONSULTANT for these purposes.

VI. Rejection of PROPOSALS and/or discontinue contract execution

The **COMMISSION** reserves the right to reject any and all PROPOSALS and/or to discontinue contract execution or contract negotiations with any party at any time.

VII. Costs Incurred by CONSULTANT Prior to Execution of a Contract

The **COMMISSION** shall not be liable for any costs incurred by any CONSULTANT prior to the execution of a contract by all parties. Further, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under the contract prior to the effective date of the MDOT Project Director’s Notice to Proceed.

VIII. Addenda and/or questions to this RFP

Only written requests by e-mail to the below addressees will be considered.

Scot Ehrgott
sehgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
srone@mdot.ms.gov

No requests for additional information or clarification to any other MDOT office, consultant, or employee will be considered. All responses to written questions and addenda will be in writing and will be posted to the MDOT website indicated below:

<http://mdot.ms.gov/portal/LegalAd.aspx>

CONSULTANTS shall be solely responsible for checking the website for updates. The MDOT will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

All written questions shall be e-mailed to the above addressees no later than **the date and time indicated in the section XXIII. Procurement Schedule.**

MDOT intends to post written answers for this RFP to the website indicated above no later than **the date indicated in the section XXIII. Procurement Schedule.**

IX. Pre-proposal Meeting

A pre-proposal meeting will not be held for this RFP.

X. CONSULTANT Submission

To be considered, **nine (9) copies and one (1) jump drive/CD containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in the section XXIII. Procurement Schedule.** at the office of the MDOT Consultant Services Unit, addressed to Scot Ehrgott, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

PROPOSALS received after this date and time may be deemed non-responsive.

XI. PROPOSALS

To be considered, CONSULTANT(s) should submit a complete response to this RFP and any addenda, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALS shall be made by the CONSULTANT. **The original and**

all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.

The CONSULTANT should mark any and all pages of the PROPOSAL considered to be proprietary information which may remain confidential in accordance with Mississippi Code Annotated 25-61-9 and 79-23-1 (1972, as amended). Each page of the PROPOSAL that the CONSULTANT considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL." Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

XII. Economy of Preparation

PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT'S ability to meet the requirements of the RFP and any addenda.

XIII. Prime Consultant Responsibilities

The selected CONSULTANT will be required to assume responsibility for all services offered in the PROPOSAL whether or not these services are produced directly by the CONSULTANT or through subconsultant(s). Furthermore, the **COMMISSION** will consider the CONSULTANT selected to be the sole point of contact with regard to contractual matters, and the MDOT retains the right to approve or disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this RFP should identify all proposed partners and subconsultant(s).

Any partners and subconsultants are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of partners and subconsultants are discouraged and are subject to MDOT's approval. MDOT will not approve requests for modification without justification to MDOT's satisfaction.

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The CONSULTANT must be registered with the Mississippi Secretary of State's office to do business in the State of Mississippi prior to contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a contract with the CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and negotiate a contract with the next most qualified CONSULTANT on the list until a contract has been executed.

XIV. Disclosure of PROPOSAL Contents

All materials submitted in response to this RFP shall become the property of the **COMMISSION** and may be returned only at the **COMMISSION**'s option. All information submitted in response to this RFP shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

XV. Nondiscrimination Requirement

By submitting a response to this RFP, the CONSULTANT agrees that they understand that the **COMMISSION** is an equal opportunity employer. It is the policy of the **COMMISSION** to comply with all applicable portions of Title VI of the Civil Rights Act of 1964 which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the **COMMISSION** that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

XVI. Disadvantage Business Enterprise (DBE Goal)

The DBE goal for this PROJECT is **3%**. The CONSULTANT shall exercise all necessary and reasonable steps to ensure that participation is equal to or exceeds the contract goal. CONSULTANTS may visit MDOT's website, www.gomdot.com, to view a complete list of "Certified DBE Firms" which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCPs). The DBE firm must be on the Department's list of "Certified DBE firms" as listed on MDOT's website, www.gomdot.com and approved by MDOT to count towards meeting the DBE goal.

XVII. Notification of Selected CONSULTANT

The selected CONSULTANT will be notified of their status by the **MDOT**. The CONSULTANT(s) whose PROPOSALS are not selected will be notified, in writing, of the name of the selected CONSULTANT at the same time.

XVIII. Debriefing request(s)

If a CONSULTANT opts to request a debriefing following the announcement of the selected CONSULTANT, the CONSULTANT shall send an e-mail to the below

addressees within two (2) weeks of the distribution of the notification letter of the selected CONSULTANT. Any debriefings shall be limited to the merits of the individual CONSULTANT's PROPOSAL.

Scot Ehgott, P.E.
sehgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
srone@mdot.ms.gov

XIX. Contract Administration

The CONSULTANT contract will be administered by the MDOT. All payments will be made to the contracted prime CONSULTANT by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).

XX. Conflict of Interest

CONSULTANTS shall provide information in their PROPOSAL concerning potential conflicts of interest that are known or reasonably apparent. In addition, CONSULTANTS shall disclose all relevant facts concerning any past, present, or currently planned interests which may present a conflict of interest. Examples of potential conflicts of interest include relationships or situations which would impair the CONSULTANT's judgment on the job, impair the ability to perform, or allow the CONSULTANT an unfair competitive advantage. The CONSULTANT shall state how its interests or those of its chief executives, directors, individuals, or subconsultants for this contract, may result, or could be viewed as, a conflict of interest. Furthermore, the CONSULTANT shall describe actions taken, or proposed to be taken, to mitigate stated conflicts or potential conflicts.

The responsibility of the CONSULTANT to disclose a conflict of interest if one is discovered is ongoing, prior to award and throughout the contract period. The CONSULTANT agrees that, if a conflict of interest is discovered, the CONSULTANT must make an immediate and full disclosure to MDOT that includes a description of the action that the CONSULTANT has taken or proposes to take to avoid or mitigate such conflict.

If no potential conflict of interest exists, the CONSULTANT should indicate so in the PROPOSAL.

XXI. Suspension and Debarment

The Prime CONSULTANT shall ensure that they and any subconsultants are not suspended or debarred as specified in 2 CFR 1200 and 2 CFR 180. Proposals that

contain any team members that are suspended or debarred will be deemed non-responsive and returned to the Prime CONSULTANT without consideration.

XXII. Key Personnel Modifications

Key Personnel members are listed in Part 2 of this RFP. Key Personnel are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of Key Personnel are discouraged and are subject to MDOT's approval. MDOT will not approve requests for modification without justification. Examples of justification include death of a team member, changes in employment status, bankruptcy, inability to perform, organizational conflict of interest, or other such significant cause. In order to secure MDOT's approval prior to execution of the contract, the CONSULTANT shall e-mail the below addressees:

Scot Ehr Gott, P.E.
sehgott@mdot.ms.gov
and copy (Cc)
Stephen Rone
srone@mdot.ms.gov

The request shall include:

- A. The nature of the desired change;
- B. The reason for the desired change;
- C. A statement of how the desired change will meet the required qualification for the position/responsibility; and
- D. A copy of the individual's resume for review.

MDOT will review the justification and resume of the Key Personnel and determine whether the modification is appropriate and notify the CONSULTANT. Failure to receive approval for any modification in personnel may result in termination of negotiations.

XXIII. Procurement Schedule

The following schedule identified below lists the projected dates for the procurement of this contract.

Procurement Schedule (<i>*represents estimated dates only</i>)	
Advertisement dates for legal notice	February 14 th & 21 st , 2018
Deadline for CONSULTANT's written questions	March 2, 2018
Deadline for answering written questions	March 7, 2018
Deadline for posting the final contract template	March 7, 2018
Deadline for delivery of PROPOSALS	March 20, 2018 at 5:00 pm
Selection of qualified CONSULTANT	May 8, 2018
Contract execution	August 15, 2018

Note: All times are Central Time.

MDOT intends to execute an approximately three (3) year contract with the selected CONSULTANT with the possibility of extending the contract by written agreement of both parties. **MDOT reserves the right to enter into additional contracts for the work covered in this RFP.**

PART 2

INFORMATION REQUIRED / SELECTION CRITERIA

I. Format for PROPOSAL

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The PROPOSAL length should not exceed twenty-five (25) pages, exclusive of appendices. The resumes (which should not exceed two pages per individual in length), certifications/licenses, SF-330 Part II, and any information not relevant to the requirements or criteria should be included in the appendices. The CONSULTANT's cover letter/introduction, table of contents, any summaries, team organizational chart, past performance information, and any other responses to the evaluation criteria indicated in Part 2, Section III of this RFP should be included in the 25 pages. Any information beyond the recommended twenty-five (25) page limit, exclusive of appendices, may not be considered. Pages should be numbered, single-spaced, one-sided, 8.5 inches by 11 inches with margins of at least one inch on all four sides. No more than five pages may be 11 inches by 17 inches, but they will count as two sheets each against the 25 pages and should be numbered accordingly. Information within the 25 pages of the PROPOSAL should be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the 25 pages should be shown in a readable font, size 12 points or larger. Headers, footers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended but are not counted as part of the 25 pages.

The overall quality of the PROPOSAL will be evaluated. This will include, but will not be limited to, overall layout and readability of the submittal, organization and comprehensiveness of the content, conformance with formatting guidelines above, and any other characteristics of the PROPOSAL that increase the quality of the document. CONSULTANTS are encouraged to thoroughly address and adhere to the recommendations and/or preferences of the PROPOSAL for the highest quality response. Failure to provide any of the information in the appropriate location indicated or adhere to the recommendations and/or preferences may adversely affect the CONSULTANT's score.

II. Requirements and Instructions for PROPOSAL submission

CONSULTANT(s) interested in providing these services may so indicate by furnishing the MDOT **nine (9) copies and one (1) jump drive/CD containing electronic PDF file(s)** of a PROPOSAL as referenced in Part 1, Section X of this RFP. The CONSULTANT should divide their PROPOSAL into the following sections as listed below, clearly separated by tabs, section dividers, or similar means; however, resumes, certifications/licenses, SF-330 Part II, and other information not relevant to these requirements and/or preferences should be included in the appendices as indicated above. **CONSULTANTS should address each of the following categories in their PROPOSAL in the same order as listed below.** MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the CONSULTANT's PROPOSAL. The PROPOSAL should provide at a minimum the following information:

A. Provide a Cover Letter/Introduction

The CONSULTANT should provide a cover letter/introduction specifying the description of the contract as referenced in this RFP, the name of the Prime CONSULTANT and any of its subconsultant(s), the name of an individual who will be the single point of contact throughout the selection process, the name of the Project Manager, the location and address of the managing office, and the location and address of the office(s) that may be assigned the work (including any subconsultant(s)). Should any subconsultant(s) be teaming with the CONSULTANT, identify both the roles of the CONSULTANT and the subconsultant(s). **In addition, the CONSULTANT shall provide information concerning potential conflicts of interest as referenced in Section XX of this RFP. If no potential conflict of interest exists, the CONSULTANT should indicate so in the PROPOSAL. *The CONSULTANT should provide proof that the firm has met state licensure and certification requirements in the appendix. The CONSULTANT must note if this is a joint venture. If selected, a joint venture must meet all contract requirements as a joint venture, including insurance requirements.**

* Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is www.pepls.state.ms.us.

B. Soundness of Work Plan

The CONSULTANT should define a sound and complete Work Plan for the PROJECT. The Work Plan should be provided in narrative form that summarizes the methodology expected to be followed to accomplish the services listed in this RFP. At a minimum, the Work Plan should identify all major project tasks, major activities within each task, deliverables, schedule, and assigned resources for the PROJECT.

C. Past Experience

The CONSULTANT should provide a description of similar type work **completed** during the past ten (10) years which qualifies the CONSULTANT for this work. This project description should include the work related to the Project Description established in Part 3 of this RFP. **Provide a detailed description of the role of the CONSULTANT and define whether the CONSULTANT was the prime or a subconsultant. Include in the description the amount of the CONSULTANT's contract for the work they provided for the project, the date the CONSULTANT's contract was initiated, the CONSULTANT's scheduled completion date in accordance with the progress schedule, and when the CONSULTANT completed the work in accordance with the contract. In addition, the CONSULTANT should list any staff from the organizational chart that worked on the projects and identify their roles for the projects. If the CONSULTANT's project was not completed on time, provide justification (if any).** For each of the projects, the CONSULTANT should provide the name and contact information of the client and the client's representative who can verify and discuss the project. **Any subconsultant teaming with the CONSULTANT should also provide the above requested past performance information.**

D. Description of Staff, Organizational Chart, and Resumes

The CONSULTANT should propose an appropriate and efficient quantity and quality of staff to ensure the successful completion of all work established in Part 3 of this RFP with limited MDOT support. The following information should be included in this section unless specifically stated otherwise:

1. The CONSULTANT should provide a team organizational chart that identifies all Key Personnel and other relevant employees of the CONSULTANT and any subconsultant(s) for this contract as indicated below (Section D.2). Key Personnel include the Project Manager. **The team organizational chart should include each individual's name, job description (for this contract), company of employment, and primary office location.** The organizational chart should be tabbed and clearly defined.

2. The CONSULTANT should include the following specific information for the Key Personnel and other relevant employees listed below and reference all individuals in the organizational chart:

a. Project Manager – MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager should be provided for overall project oversight. Activities of the Project Manager will include but will not be limited to, establishing and administering controls to ensure the quality of deliverables, monitoring the project status, developing (with MDOT) and maintaining a detailed project work plan and schedule; and providing status reports to MDOT as requested.

- The CONSULTANT should provide a written summary indicating why the individual serving as the Project Manager would be the best candidate for this contract and describe how they will be engaged in this contract.
- The CONSULTANT should provide a maximum of three (3) similar type projects that the Project Manager has completed in the last ten (10) years. The description should describe the role and the level of work provided by the Project Manager. In addition, the PROPOSAL should include the name of the firm which the Project Manager was employed for the project, the date that the Project manager's firm initiated the contract for the project, the date the project was completed in accordance with the firm's contract, and the firm's contract amount.
- **The PROPOSAL should include proof that the Project Manager is licensed as a Mississippi Professional Engineer² in the appendix.**

b. Other Relevant Employees: Other relevant employees include any additional staff members of the CONSULTANT and subconsultant(s) which will be utilized to perform any

² * Miss. Code Ann Sections 73-13-1 through 73-13-45 (1972) (as amended) govern the practice of engineering in Mississippi. Firms are encouraged to contact the Mississippi Board of Licensure for Professional Engineers and Surveyors at (601) 359-6160 to ensure that individuals and firms are qualified to offer and provide services in the State of Mississippi. The Board's web address is www.pepls.state.ms.us.

other services in accordance with the Project Description established in Part 3 of this RFP.

- The CONSULTANT should define these other relevant employees and
 - describe their roles and responsibilities for this contract, and
 - provide a written summary of each individual's experience and qualifications relative to those services in accordance with the Project Description established in Part 3 of this RFP.

3. Resumes for all Key Personnel and other relevant employees as listed above and in the team organizational chart should be included in the appendix. Resumes (which should not exceed two pages per individual in length) should reflect qualifications and recent experience relevant to the Project Description established in Part 3 of this RFP. Any additional certifications/licenses should be included in the appendices.

E. Current plan to commit necessary accessible staff and resources to complete the services in a timely manner

The CONSULTANT should provide any information to indicate that the team has the necessary resources, including available staff, to complete the PROJECT within the timeframe indicated in the RFP. The CONSULTANT should identify the amount of effort that these individuals will be able to commit towards this project and indicate how they plan to balance workloads to commit the staff and resources necessary to successfully complete the services in a timely manner.

F. Location/Proximity of CONSULTANT's Office(s)

The CONSULTANT should identify the location and address of the office of the firm which will be coordinating efforts for the PROJECT. In addition, the CONSULTANT should list any other office locations where any work may take place. If subconsultant(s) will be provided, the CONSULTANT should identify their office locations where work may be provided as well.

G. Part II of Standard Form (SF) 330, Architect-Engineer Qualifications

The CONSULTANT should provide Part II of Standard Form (SF)-330, Architect-Engineer Qualifications. If a CONSULTANT has branch offices, complete the form for each specific branch office seeking work. In addition, this form should be completed for any subconsultant(s) in the same manner. This form can be obtained at the following web address:

[http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20\(SF\)%20330,%20Part%20II.pdf](http://sp.gomdot.com/Consulting%20Services/Forms/Standard%20Form%20(SF)%20330,%20Part%20II.pdf).

This Form should be provided in the appendix.

III. CONSULTANT selection criteria

All responsive PROPOSALS received from CONSULTANT(s) will be reviewed and evaluated by the selection committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the selection committee.

- A. Technical approach to accomplishing the services listed in this RFP (Soundness of work plan),
- B. Experience, performance, and qualifications of the team's staff,
- C. Experience, performance, and qualifications of the proposed Project Manager,
- D. Current plan to commit necessary accessible staff and resources to complete the services in a timely manner,
- E. CONSULTANT's (and any subconsultant's) past experience, performance, and qualifications on similar projects with MDOT and/or other clients,
- F. Location/proximity of the CONSULTANT's (and any subconsultants') office(s), and
- G. Quality of PROPOSAL .

PART 3

PROJECT DESCRIPTION

The CONSULTANT will update the Long-Range Transportation Plans as required by Federal law for MDOT, Jackson MPO, Hattiesburg MPO, and Gulf Coast MPO in accordance with 23 USC 134 and 135, FAST Act Subtitle B, 23 CFR 450, and the MDOT's and the MPO's Public Participation Processes. Areas of emphasis for the Long Range Transportation Plan may include, but are not necessarily limited to, the following:

- Review and update the existing statewide and MPO plans where applicable;
- Collect and analyze relevant data for the update;
- Conduct meetings with MDOT Administration and MPO committees as needed;
- Coordinate public/stakeholder involvement and conduct public/stakeholder meetings;
- Utilize existing travel demand models as needed with minor updates (Statewide and MPO models);
- Incorporate transit modeling into MPO plans as directed;
- Update performance measures and targets in conjunction with MDOT/MPO's as needed and develop performance reports to show progress since previous plan;
- Update existing and future conditions/performance of the multimodal transportation system for different planning scenarios as needed;
- Update existing and future conditions of funding/financing as needed;
- Update the economic impacts of the existing and future transportation system as needed;
- Update the plan of action to accomplish performance targets, promote economic development, and resolve deficiencies whether funding related or transportation related;
- Prepare the statewide Transportation Asset Management Plan as required by Federal law in accordance with 23 U.S.C. 119 and 23 CFR Part 515; and
- Update the state rail plan according to the requirements of the Passenger Rail Investment and Improvement Act (PRIIA) complying with the "State Rail Plan Guidance," (FRA, September, 2013) and Miss. Code Ann. 57-43-1.